

Fire Chief

2010



Current Administration Guide

TABLE OF CONTENTS

I. INTRODUCTION.....	1
II. TEST CONTENT AREAS.....	1
III. TEST DATE, TIME AND LOCATION	1
IV. READING/REFERENCE LIST	2

Please note that a new Fire Chief job analysis has been developed and is currently being reviewed by the USDOJ. All information contained in this guide is subject to change and approval from the USDOJ. Please return to this site periodically for any changes.

I. INTRODUCTION

This page is intended to provide you with specific information regarding the current testing cycle for the Fire Chief exam, which includes the most recent test announcements for this position. To view information regarding the general testing process, please check the Civil Service Commission's website at :

http://www.state.nj.us/csc/public_safety/pdf/2010/FireChiefGeneralOrientationGuide.pdf

II. TEST CONTENT AREAS

The scenario-based oral exercises will cover four topic areas and each will be given an oral communication score:

1. Supervision – Subordinate Incident
2. Fire Department Administration
3. Finance – Budget Preparation
4. Fire Ground Operations Management

All responses to the test questions will be audio taped.

III. TEST DATE, TIME AND LOCATION

The tentative test date for the announced 2010 Fire Chief Exam is scheduled for late February/early March 2011.

Approximately two weeks before the test date, candidates will receive a notice in the mail that shows the date, time and location to which they should report for their examination. Candidates are to bring the Notification Card, two forms of identification and you may also bring pencils, pens, and highlighters to the Examination Center. One of the forms of identification must include your photograph. Candidates will not be permitted to bring this Orientation Guide into the Examination Center. Candidates should map out a route in advance of the examination date and plan to arrive at the Examination Center early, because no one will be admitted late.

IV. READING/ REFERENCE LIST

The following reference list has been selected based on the input of incumbents:

1. The Fire Chief's Handbook, Barr, R.C.; Eversole, J. M., 6th edition, 2003. Saddle Brook, N.J.: Fire Engineering Books And Videos a Division of PennWell Publishing Company. (ISBN#: 0-87814-830-1)
2. Managing Fire and Rescue Services, Compton, D. & Granito, J.; ICMA Training Institute, 3rd edition, 2002. Washington, DC: International City/Council Management Association. (ISBN#: 0-87326-128-3)
3. Fire Officer's Handbook of Tactics, Norman, J.; 3rd edition, 2005. Saddle Brook, N.J.: Fire Engineering Books and Videos, a Division of PennWell Publishing Company. (ISBN#: 1-59370-061-4)

*Please note that the Civil Service Commission's intention is to utilize the reading/reference list on a limited basis in the development of the test. More specifically, the justification for the correct responses may be drawn from the reading/reference list, but not exclusively. Justification may also be based on the collective Fire Service experience of Subject Matter Experts. When justification is based on experience, care will be taken to ensure that correct answers do not conflict with reference list material. **Although, the CSC suggests that candidates review the reading/reference list, your preparation for the examination should not be restricted to the above reading/reference list. Since the test items will require open-ended responses, you will also have to rely on the application of knowledge and the application of management principles.***